

April 17, 2017

2:00-4:00 p.m.

Room AC217

Present: Cara Kreit, Carol Hernandez, Christina Leimer, Connie Siegenthaler, David Everitt, Steven Newton, Nicole Oldendick, Anna Pilloton (guest), Jonathan Eldridge (guest)

Absent: Ismail Azam, Mia Chia, Paul Wilson, Peggy Dodge

MINUTES

Agenda

Agenda approved for the current meeting.

Minutes

Minutes for 3/20/17 meeting were approved. The distance education plan will be posted as evidence for SA 3.1 once approved. The reports for SS 3.1 and SA 3.1 have been updated as noted and posted to the EPC web page. Moving forward, reports indicate who they are presented by in the heading. The headings will also include a tagline summarizing the objective.

EPC Report Discussion before Presentations

Members did not have any outstanding questions or comments based on their review of written reports.

Champion Objective Presentations

Objective SA 5.1: Increase dual enrollment of high school students by 15 percentage points per year during the three years of this plan, 2015-16, 2016-17 and 2017-18, presented by Anna Pilloton.

- COM has expanded its focus on first-generation students under this objective.
- COMPASS has expanded. Jumpstart has increased and improved parent engagement.
- Each district integrates COM courses depending on their needs; some are dual and some are concurrent enrollment.
- There has been an increase in satellite courses—credit-bearing courses taught at the high school sites. Logistically, spring semester works better for satellite courses.
- Get Focused/Stay Focused is an articulated general education course taught by local high school instructors.
- Performance Indicator 5.1 is not met as written though there was dramatic growth in the first year of the strategic plan that more than compensates for the amount of growth expected over a two-year period.

Objective SA 5.2: Improve matriculation process through cohesive activities that support strong transitions at COM, presented by Anna Pilloton.

- High touch support at high school sites and community-based organizations helps students complete the matriculation process more efficiently.
- College Success Saturday orients students to the college and assists with the matriculation process.
- COM now holds application sessions with students in November alongside those who are applying to UC/CSU systems. March application sessions continue.
- Increased staffing in the Outreach Office has increased the department's capacity.
- Performance Indicator 5.2 is met.

Objective SA 2.1: Decrease time to degree by at least one year for the first cohort of the three year strategic plan, presented by Jonathan Eldridge.

- The objective will probably not be met during this planning cycle and will likely carry over into the next strategic plan.
- COMPASS and Summer Bridge are achieving positive interim results. Many of the activities from the transformation grant will debut in Fall 2017.
- The college is starting to assess the relevance of some local AA/AS degrees.
- Time to degree is shorter for students pursuing AA/AS-T degrees.
- Performance Indicator 2.1 is not met.

Objective SA 2.2: Increase enrollment by proactively recruiting students through various means to meet the needs of the institution and our community.

- Corrections to processes within the financial aid office, low unemployment, and loss of repeatability have contributed to enrollment decline.
- CTE is doing a lot of work, especially associated with the Strong Workforce Initiative.
- The partnership with Sonoma State University is anticipated to positively impact enrollment.
- Determining if there are particular demographic groups that show a greater enrollment decline might be a next step. Median age has gone down, but this is impacted by the increase in concurrently enrolled high school students. PRIE has also done a [study](#) on trends in student geographic location outside Marin County.
- Performance Indicator SA 2.2 is not met.

Objective SA 2.3: Decrease the proportion of students who register late for classes.

- Navigate will help students lock in a schedule and plan for it.
- Enrollment Services is researching the possibility of full-year registration.
- Performance Indicator SA 2.3 is not met.

Objective CS 1.1: Fully utilize the Indian Valley Campus (IVC) to achieve District goals of financial sustainability, enrollment growth and meeting community needs, presented by Greg Nelson on February 6, 2017.

- With the now-available space utilization ratio, Performance Indicator 1.1 is met, 1.2 is not met, and 1.3 is met.

EPC Discussion/Rating of Progress

Ratings

Student Access 5.1: Increase dual enrollment.

- Activity: Green
- Objective Met: No; there was a large increase in concurrently enrolled high school student headcount in Spring 2016, the first year of the strategic plan. An increase is typically seen in the first year of implementing a new initiative. There has not been an increase by 15 percentage points from Spring 2016 to Spring 2017 though the dramatic growth in the first year of the strategic plan more than compensates for the amount of growth expected over a two-year period. Monitoring headcount will continue.

Student Access 5.2: Improve matriculation process.

- Activity: Green
- Objective Met: Yes

Student Access 2.1: Decrease time to degree.

- Activity: Green
- Objective Met: No; it is too early to see results from the new initiatives. It is unlikely that we will see an impact from the activities in this strategic plan cycle.

Student Access 2.2: Increase enrollment.

- Activity: Green
- Objective Met: No

Student Access 2.3: Decrease late registration.

- Activity: Yellow; activity is gearing up.
- Objective Met: No

College Systems 1.1: Fully utilize IVC.

- Activity: Yellow; there is significant activity that should affect community engagement and funding but less evidence of activity that impacts enrollment.
- Objective Met: No; Performance indicator 1.1 is met, 1.2 is not, and 1.3 is met.

Final Annual Report Format

Two one-page drafts will be shared with the EPC for the next meeting. One draft will include a few objectives with an objective met/activity summary table with explanatory narrative, and the other will note if the objective has been met and an accompanying narrative about the activity.

Next meeting: May 1, 2017

Agenda items to include presentations on Student Success 1.2, 1.3, 1.4, and 4.1.